

**TM-3 TRAVELER COURSE**

**USING NASA'S TRAVEL MANAGER SYSTEM**

**REVIEW LOCAL VOUCHER**

This document covers the steps for the Traveler to review a local Voucher.

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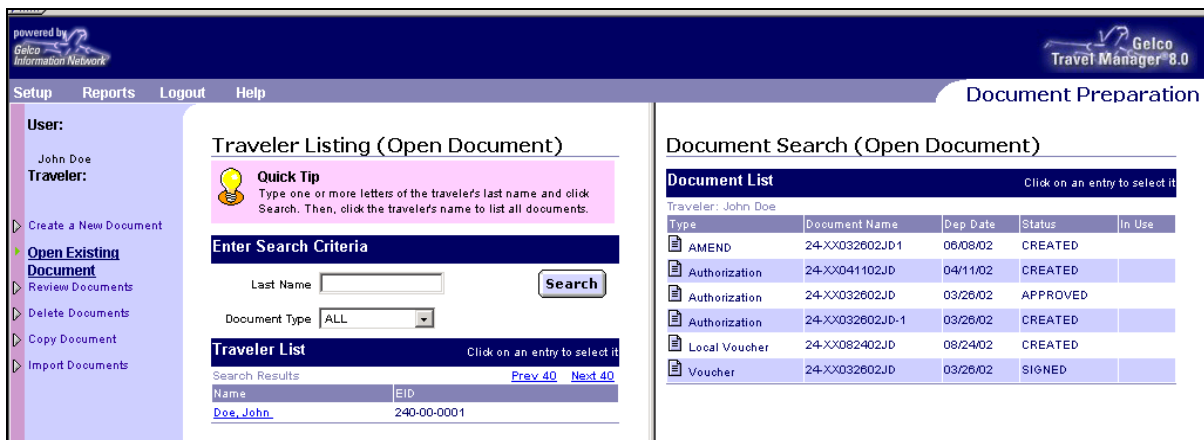
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## A. REVIEW LOCAL VOUCHER

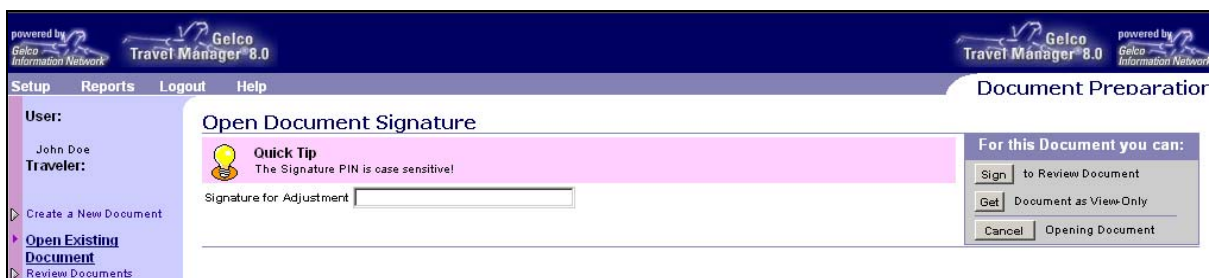
1. Click the **Open Existing Document** link on the Document Processing Toolbar on the left side of the page.





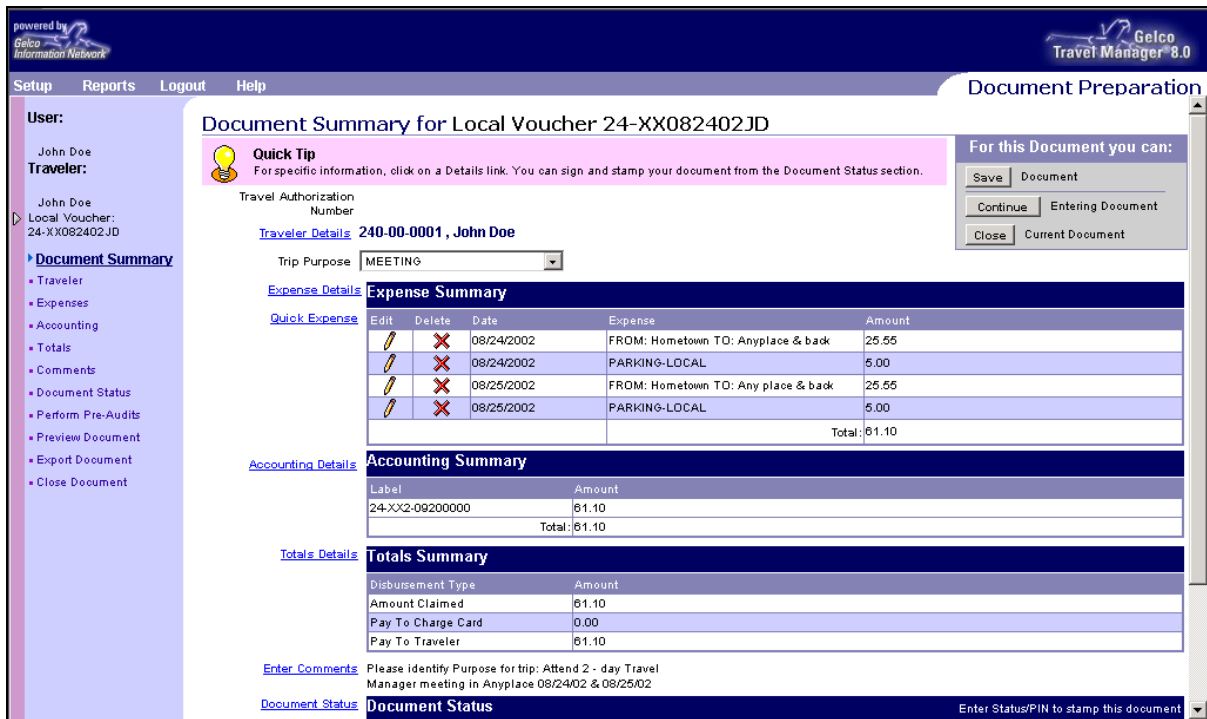
2. The **Traveler Listing (Open Document)** page will be displayed.



3. Click on the **Document** icon  of the document just created. The **Open Document Signature** page will be displayed.



4. Click the  **Document as View-Only** button, in the 'For this Document you can:' area in the top right, to look the document (the document can be adjusted by entering the Signature PIN and clicking the  **to Review Document** button in the 'For this Document you can:' area in the top right). The **Document Summary** page will be displayed with (**View Only**) after the document name.



**Document Summary for Local Voucher 24-XX082402JD**

**Quick Tip**  
For specific information, click on a Details link. You can sign and stamp your document from the Document Status section.

Travel Authorization Number: 2400-00-0001, John Doe

Trip Purpose: MEETING

**Expense Summary**

Edit	Delete	Date	Expense	Amount
		08/24/2002	FROM: Hometown TO: Anyplace & back	25.55
		08/24/2002	PARKING-LOCAL	5.00
		08/25/2002	FROM: Hometown TO: Any place & back	25.55
		08/25/2002	PARKING-LOCAL	5.00
				Total: 61.10

**Accounting Summary**

Label	Amount
24-XX2-09200000	61.10
Total:	61.10


**Totals Summary**

Disbursement Type	Amount
Amount Claimed	61.10
Pay To Charge Card	0.00
Pay To Traveler	61.10

**Document Status**  
Please identify Purpose for trip: Attend 2 - day Travel Manager meeting in Anyplace 08/24/02 & 08/25/02

**For this Document you can:**

Save Document  
Continue Entering Document  
Close Current Document

5. Review the status of the document in the **Document Status** area on the **Document Summary** page or click the **Document Status** link, located beside the **Document Status** area, to view the **Status** page. The document shows it is awaiting the approver named 'Org Approver'.
6. Click the  **Current Document** button, in the 'For this Document you can:' area in the top right, or click the **Close Document** link, on the Document Processing Toolbar on the left side of the page, to close the document.